



U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

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| 1. POST Lagos & Lagos, Nigeria | 2. AGENCY DOS | 3a. POSITION NO. A50209, A50210, 97018729 97018730, A50211, A50202 |
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

- ☐ a. Redescription of duties: This position replaces
Position No. _____ (Title) NURSE (Series) _____ (Grade)
- ☐ b. New Position
- ☐ c. Other (explain) _____

| 5. CLASSIFICATION ACTION | Position Title and Series Code | Grade | Initials | Date (mm-dd-yy) |
|----------------------------------|--------------------------------|---------------|----------|--------------------|
| a. Post Classification Authority | Nurse PD | FSN-09 ERR | | |
| b. Other | | | | |
| c. Proposed by Initiating Office | | | | |

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| POST TITLE POSITION (if different from official title) Registered Nurse | 7. NAME OF EMPLOYEE |
| 8. OFFICE/SECTION | a. First Subdivision |
| b. Second Subdivision | c. Third Subdivision |
| 9. This is a complete and accurate description of the duties and responsibilities of my position. | 10. This is a complete and accurate description of the duties and responsibilities of this position. |

| | | | |
|--|----------------|---|----------------|
| Typed Name and Signature of Employee | Date(mm-dd-yy) | Typed Name and Signature of Supervisor | Date(mm-dd-yy) |
| 11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. | | 12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. | |

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|--|-----------------------------|--|----------------|
| Typed Name and Signature of Section Chief or Agency Head | Date(mm-dd-yy) 6-28-2013 | Typed Name and Signature of Admin or Human Resources Officer | Date(mm-dd-yy) |
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13. BASIC FUNCTION OF POSITION

Provides the range of registered nursing health care services, including the rendering of first aid, immunizations, as well as evaluating and assessing a variety of medical conditions through physical examination, and selecting the appropriate treatment under signed written nursing protocols or referral to the RMO, FSHP or LE Staff medical provider. Maintains liaison with local health care providers. Conducts health orientations for new arrivals and performs various other medical administrative functions.

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14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

- Provides independent nursing care and, in some cases in the absence of the RMO, FSHP, or local medical provider, provides initial medical care that may be life-saving.
- Screens patients for medical walk-in and appointments. Obtains brief statements of purpose for visit. Records patient's medical information and vital signs, such as height, weight, temperature, blood pressure, pulse, allergies, prescription and non-prescription medication requirements. Conducts triage for each patient (telephone or walk-in), to prioritize treatment and level of care required. Evaluates and assesses patients within the scope of registered nursing by means of health history, observation, interview, physical examination, and other selected diagnostic measures.
- Consults with or refers to the RMO/FSHP any changes to the patient's treatment plans as indicated by patient's responses and conditions.
- Interprets, reviews, and records history and clinical findings.
- Selects appropriate action and initiates treatment or referral if indicated according to the nurse's scope of practice, including triage and signed written nursing protocols.
- Dispenses medications according to protocols approved by the RMO and/or FSHP, and educates patients on all medications prescribed.
- Renders first aid and emergency treatment to the sick and injured anywhere on the embassy compound.
- Visits patients at home or in the hospital to evaluate health status and monitor care provided.
- Provides nursing care in a hospital setting, as appropriate and needed, or in the health unit that substitute for a hospital in some locations.
- Provides follow-up care to patients once discharged from the hospital.
- Performs periodic sanitation inspections as directed by the RMO and/or FSHP.
- Collects specimens such as urine, sputum, and stool for laboratory examination and completes necessary laboratory forms.

- Performs immunization for routine and travel immunizations. Assesses each new patient's immunization needs and makes recommendations. Follows CDC guidelines for immunization of adults and children. Maintains logs and /or databases within Federal Requirements for record-keeping of administered vaccines. Is knowledgeable of recommended immunization schedules and management/reporting of adverse events.
- Assists in testing and maintaining emergency equipment, supplies, and safe haven materials in coordination with the RMO/FSHP.
- Provides nursing counseling services within scope of practice; offers referrals to appropriate resources and assists with the assessment of mental health services in the community.
- Coordinates and/or arranges medical evacuation activities by providing nursing care and administrative support prior to, during and following evacuation. Also assists with patient with medical services access in interval prior to evacuation. Accompanies patient as a medical attendant as needed.
- Provides information to the members of the embassy community on topics such as health education, disease prevention, and develop health improvement plans

B. Manages Medical Liaison Activities with Local Health Providers

- Based on the RN's knowledge of the services provided in Item A (above), develops and maintains liaison with local providers and facilities by establishing effective professional medical relationships with local physicians and health care facilities in order to negotiate and maximize access to the outside facilities, coordinate care, and resolve conflicts. In the course of such, acts as the patient advocate in order to gain full access the local health care system. Maintains familiarity and medical rapport with the local health professionals.
- Develops and maintains a referral list.
- Expedites employee access to and dealing with local health facilities.
- Prepares patients for, and assists with, outside examinations and treatments.
- In coordination with the RMO and/or FSHP or LE Staff Nurse Practitioner, assesses level and quality of care at clinics, laboratories, blood banks, hospitals and individual physicians. The Embassy nurse's contacts are made within the private and public health care sectors. Contacts may include Section Chiefs at the Ministry of Health, administrators and physicians of local medical facilities (hospitals, laboratories), American health care institutions (Center for Disease Control "CDC"), various local community health leaders (school nurses, physicians) , Non-Government Organization (NGO) leaders (i.e. Doctors without Borders) , and other diplomatic personnel including medical staff at other Embassies.

C. Health Unit Administration

- Arranges medical clearance examinations.
- Manages ordering and inventory control of medical supplies and medications.

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| <ul style="list-style-type: none">-- Produces reports.-- Maintains records of all employee visits to the Health Unit.-- Drafts cables, clarifying administrative questions and coordinates the preparation of monthly, annual and/or other special statistical data reports. | |
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D. Conducts Health Orientation of New Arrivals.

- Completes the Patient registration Form and obtains medical clearances of all eligible beneficiaries.
- Provides orientation to public health risks and preventive health behaviors.
- Assesses family health and immunization needs.
- Describes services provided by the health unit and various roles of health care personnel.
- Provides orientation to the local health care system.
- Distributes a copy of the Health Information Guide booklet to all new employees.
- Assists in providing age appropriate health promotion reviews.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Must be a graduate of a professional nursing school or college that has the equivalent of RN training in the U. S. (to be confirmed by RMO and or M/MED) and to be fully credentialed/licensed in the host country.

Prior Work Experience:

At least two years of hospital or outpatient nursing is required with at least one year of occupational health experience with a U.S. Federal Agency or U. S. Embassy primary healthcare facility is required. Current training or working knowledge in emergency preparedness, including management of both natural disasters and those caused by weapons of mass destruction is desired. Current CPR certification (which must be maintained throughout employment) is desired. Previous experience teaching at least three of the following health promotion activities is desired: smoking cessation, weight reduction, child wellness anticipatory guidance, emergency first aid, prenatal classes, community emergency response, CPR, safe food services, healthy lifestyle, stress management and relaxation, drug and alcohol dependence, and/or HIV prevention.

c. Post Entry Training:

As required per nursing/Med protocol.

d. Language Proficiency:

Speaking/reading English level IV is required.

e. Job Knowledge:

Must possess basic nursing skills such as vital sign measurement, injection administration, and bedside nursing care. Must have up to date nursing science and technology understanding. Must have strong interpersonal skills. Must be familiar with American standards of care. Must have skills and ability to perform at the fully functional level in the Health Unit with confidence. Must be able to work independently at times with only telephone connection with RMO or FSHP available for consultation purposes. Must be able to administer adult and pediatric immunization programs according to current CDC standards. A good working knowledge or experience of current health promotion recommendations in the U.S. population is desired. Experience in management and procurement of expendable medical supplies and equipment for ambulatory clinical care is preferred. Must be able to perform basic word processing on the computer.

f. Skills and Abilities:

16. POSITION ELEMENTS

a. Supervision Received:

Supervised directly by lead nurse and FSHP.

b. Supervision Exercised:

Lead nurse may supervise administrative staff and LES nurses in some cases.

c. Available Guidelines:

16 FAM 113.9/ Office of medical Services Technical Guidelines/ Foreign Service Medical Bulletin/ CD-ROM: Standard Operating Procedures for Health Units, MED website, MED Clinical Nursing Protocols, Embassy Health Manuals.

d. Exercise of Judgment:

Ability to independently identify actual and potential urgent health problems that may require immediate intervention or referral and act within the legal scope of nursing practice. Must recognize systems that indicate a serious physical, emotional, or mental problem and other needs for medical care of all family members. Provide appropriate nursing assessment and intervention.

Authority to Make Commitments:

Initiates referral to competent local resources for medical clearance exams and serious health conditions, including requests for hospitalization and/or medical evacuations in consultation with RMO/FSHP. Adheres to ICASS agreement as service provider. Initiates medical and pharmaceutical supply orders.

- f. Nature, Level and Purpose of Contacts:
Liaison with local health care providers and facilities to maintain contacts at all levels, from local clinics up to the Minister of Health.
- g. Time Expected to Reach Full Performance Level: 3 months